

**Minutes of the Oglethorpe County Library
Board of Trustees
July 12, 2010**

Present: Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Tom Gresham, Tricia Mathis, Judy Arnold, Tony Nation, Charles Dyer

Call to Order: Greg Jones

Approval of April Minutes: Not enough board members present for a quorum so approval of minutes postponed to next meeting. Judy suggested that the Board establish a calling circle to remind all Board Members of the meetings 2-3 days prior to rectify the problem of not having a quorum. The calling block consists of Tricia Mathis calling Jodi Higgins, Charles Dyer, and Gloria Gabriel; Tom Gresham calling Brenda Yeany, Sam Nash, and Greg Jones; Judy Arnold calling Tom Gresham, Tricia Mathis, Tony Nation; Greg Jones calling Gloria Gabriel, Judy Arnold.

Public Input: none

Friends of the Library: Tiffany reported that the Friends of the Library will be holding a one day only Book Sale Bake Sale to raise money for the library on July 17, 2010 from 9am -1pm. They also have held two meetings one on May 1 and one on July 12 where they decided to donate \$1,000.00 to purchase new tables for the general purpose meeting room. Charles Dyer offered that he was able to receive a discount from both Wal-Mart and Lowe's. FOL President, Anita Turenne has been in contact with Mr. Sam Nash, who has offered to bring his boy scouts troops to work on our "section" in front of library, if the FOL purchases the supplies, which FOL has agreed to provide for the library.

Branch Manager's Report: Please see attached. Greg inquired if basic computer classes were offered at the library. Tiffany explained that although 1 hour blocks of time are allotted for patrons that need assistance and reserve the time, due to staff limitations it is not possible to set up a computer class setting. Donna also mentioned that a class setting would tie up the public computers. Mrs. Ames mentioned borrowing the laptops from Athens and Judy suggested patrons bring their own laptops in to learn. Greg suggested having a volunteer teach the courses and possibly have a 3 month course 1 night per week. This is a great program idea that Donna suggested we look into beginning this fall. Mrs. Ames also mentioned that paperback books donated to other organizations can be checked out for their final time and counted as circulated materials.

Regional Reports: Donna mentioned that Oglethorpe Library was responsible for the Region's Reader's Advisory Display which was titled "Books that are Top Dawg and the Cat's Meow". She stated that the display has been well received by patrons and that many of the suggested book titles have been checked out and circulated at all the libraries in the region. Donna also extended a compliment on the cleanliness and organization of the

work room from our Regional Courier, Bob, who also has offered to take recycling items from the Oglethorpe County Library to recycling.

Budget: Mrs. Ames stated due to the increase in fines that have been collected that not as much money had to be taken out of reserve to cover the budget for 2010. She also stated that the Oglethorpe County Board of Commissioners had approved our proposed budget for 2011 that Tiffany had faxed over in May for their session at the beginning of June. Mrs. Ames informed the Board Members that we also have the actual numbers that the county spends on the Library building, which is something they have never know in the past. She also mentioned that at the Regional Board they would be discussing a policy of a \$5 proctoring fee if there were no objections with any of our Board members. Mrs. Ames stated that there would be a Fine Free Week coming up soon where patrons that still had library items checked out could return said items to any library and the fines for item would be eliminated.

Replacement of Board Members: Prior to the meeting the existing nominating committee for replacement Board Members had voted on Tony Nation, Charles Dyer, and Gloria Gabriel to fill the vacant Board positions. On July 1, 2010, Tiffany mailed out the letters of recommendation to the Board of Commissioners for Tony Nation and Charles Dyer and the Board of Education for Gloria Gabriel per Greg's request. However, Shonda with the Board of Commissioners office phoned Tiffany on July 7, 2010 to explain that work sessions are always the first Monday of the month and all requests must be received the Wednesday before which meant that the recommendations would have had to be received by the Board of Commissioners on June 30. Shonda informed Tiffany that the letters of recommendation would not be voted on until August 9, 2010. Tim Andrews missed his third Board Meeting in succession so it was decided that a nominating committee consisting of Judy Arnold, Tricia Mathis, Greg Jones, and Sam Nash will review remaining applications and nominate a replacement that will be voted on by all Board Members at the October meeting.

Meeting Room Policy: Board Members decided that a \$5 fee for any organization should be charged to use the meeting room. However this fee is not indicated in the policy or in the agreement form. Members also agreed that there a "no vending" clause should remain in the policy unless it is related with or to the library. Donna and Tiffany will work on updating and revising the policy information and send it to Board members at least one month prior to the October Board meeting so that it might be voted on at that meeting.

Executive Board/Officers for 2011: Mrs. Ames addressed the issue of the Board Members terms ending in the middle of the calendar year versus the end as is the rule with other Boards in the Region. Greg Jones acknowledged this need and formed a committee of 3 people to review the constitution and by-laws of the Oglethorpe County Board of Trustees so it would be possible to get in line with everyone else. The new committee includes Greg Jones, Tom Gresham, and Charles Dyer. Donna advised Board Members that she would check with Mark Katzman at the main branch and have him send out the most current and correct copy of the by-laws. Greg stated the chosen

members would set up a meeting to decide the logistics and move the fiscal year from July to January. Mrs. Ames mentioned that Greg Jones has now served longer as the Chair than what is required of him and Board Members will need to vote on a new Chair, Vice Chair, and Secretary at the October meeting to take office in January 2011. Greg named Sam Nash and Jodi Higgins as the nominating committee for the new Board officers and stated that he would contact them to let them know of this decision.

Building Maintenance: Mrs. Ames also brought to the attention of Board members that the maintenance of the outside of the front of the library is becoming quite an eyesore. There are noticeable holes in the columns as well as moderate damage to the upper part of the structure. There is also a considerable amount of rust forming on the handrails and grates that form the entranceway. Mrs. Ames suggested that there will be a time where the Board of Commissioners will need to be aware of this situation and money will have to be spent to correct the appearance. Tiffany noted that the lawn maintenance for the library is provided by the Board of Education which is regularly cut although bushes and trees are not trimmed as part of the service.

Next Meeting: Wednesday, October 20, 2010 at 4pm

Adjournment: Tom Gresham made motion, 2nd by Judy Arnold and meeting was adjourned.

approved 1/19/2011

**Minutes of the Oglethorpe County Library
Board of Trustees
Oct. 20 2010**

Present: Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Judy Arnold, Charles Dyer, Tony Nation, Tom Gresham, Sam Nash, Brenda Yeany

Call to Order: Greg Jones

Approval of April Minutes: Motion made by Judy Arnold, 2nd by Brenda Yeany

Approval of July Minutes: Donna stated we needed to change "move fiscal year" to "move operating year" on the third page of the minutes under the Executive Board/Officers for 2011 section. Motion to approve the minutes with this one change made by Tom Gresham, 2nd by Jodi Higgins, vote carried.

Public Input: none

Friends of the Library: Tiffany reported that the Friends of the Library held meetings on July 12 and August 15 at the library and will be holding their next meeting on Nov. 1, 2010. The Friends raised a total of \$550.50 at their one day Book Sale/ Bake Sale in July and planned to have the Fall Book Sale on Nov. 15-21, 2010. The Friends of Library also hosted a Chamber After Hours here at the library which offered Tiffany the opportunity to give a library tour to all members and nonmembers of the Chamber of Commerce that showed up for this meeting. The Friends are also hosting a Meet the Author and Book Signing on Nov. 7 from 2-4pm.

Branch Manager's Report: Please see attached. Commission Chairman Billy Pittard has been working diligently to make repairs to the library building as well as the lights in the parking lot. Sam Nash suggested that it would be a good idea to write, call, or go by the Commissioner's Office and tell Mr. Pittard "thank you" for all the work the county has been doing to the library building and grounds. Greg Jones asked Sam Nash if the Boy Scouts were still planning on working in the outside front area of the library. Sam informed him that as of right now there is not an operating Boy Scout troop in Oglethorpe County but that as soon as the organization starts again, it will be on their list of things to do in the community. Tony Nation suggested that Greg Jones try to talk with his friend that owns the granite company and see if he would be willing to donate a granite bench to set it that front area. Greg Jones stated he would talk with his friend and that he was sure he could get a granite bench donated to the library.

Regional Reports: Mrs. Ames stated that we are presently at 25% of our fiscal year and that Oglethorpe County is at 75% of its fiscal year. She brought attention to the high telephone bill but stated that we do receive a rebate check for 70% of the bill. Mrs. Ames stated that Fines & Fees and the Copy money that the Library is taking in has increased.

She informed the Board that we had spent some of our gift account money but that the green sheet was showing 2 different figures and it would be corrected. Mrs. Ames also informed the Board that the state of Georgia has made a 5.65% funding cut which impacts Oglethorpe County. Materials funding was 60¢ per capita three years ago, went down to 35¢ and, with this year it is down to 10¢. However, one benefit is being part of the PINES systems which allows the library's patrons to request books from other libraries, which has been increasing. Ms. Ames stated that without any additional support, the Oglethorpe County Library will only be able to purchase 4 books per month. Donna and Tiffany have been putting together some orders for new children's books and DVD's and will be spending some of Oglethorpe's approximately \$4,000.00 of gift account money on these purchases.

Ms. Ames announced that all of the libraries in the region, along with the Uncle Remus Regional Library System and the Piedmont Regional Library System, will be closed for Staff Development Day on Nov. 11. The meeting will be held at the Oconee Civic Center and Mrs. Ames said this will be a unique experience where we will be able to meet our colleagues from surrounding regional systems and share ideas.

Replacement of Board Members: Tiffany stated that the Library had received a letter from the Board of Commissioners' Office confirming the appointment of Charles Dyer and Tony Nation to the Library Board. Both terms began October 2010. The library has not heard from the Board of Education confirming the appointment of Gloria Gabriel. Ms. Ames suggested that Tiffany call the Board of Education and speak with Dr. New's secretary to check on the status of this confirmation. Tony Nation nominated Brenda Moody to recommend to the Commissioners' office to finish out the term left vacant by Tim Andrews. 2nd made by Tom Gresham. Ms. Ames suggested that Tiffany call Brenda Moody to make certain she was still interested in serving on the Library Board. Tom Gresham asked that Tiffany send out a new copy of contact information for the Board members so that everyone would have the most current information.

Constitution and Bylaws: The committee of Greg Jones, Charles Dyer, and Tom Gresham met with Donna to recommend some changes to the Constitution and Bylaws. Please see notes attached to see the changes that the committee suggested. Charles Dyer reminded the Board that they would need to elect a Financial Officer if they chose to keep Branch Manager, Tiffany Speed, as the Recording Secretary. The Board voted to elect a financial officer and make the changes to the Constitution and Bylaws effective October 20, 2010. Donna will send Tiffany an electronic version of the new Constitution and Bylaws form to be forwarded to all members of the Board.

Executive Board/Officers for 2011: The nominating committee that consisted of Sam Nash and Jodi Higgins nominated Tom Gresham as the new Chairman and Sam Nash as the Vice-Chairman. Charles Dyer volunteered to be the Financial Officer. The Board vote was unanimous. Mrs. Ames thanked Greg Jones for serving as the Chairman during some difficult times. The new Board Officers will take office on Jan. 1, 2011.

Meeting Room: The new meeting room policy was reviewed. Judy Arnold asked why we would not allow the meeting room to be a regular meeting place instead of requiring the 3 month criteria. Ms. Ames explained that this is a requirement by the State Library due to having used state funding to build the building and that this policy better allows service to all groups in the community. Tom Gresham suggested requiring a higher fee so that groups that wanted to serve a full meal could do so. The Board decided this fee should be set at \$20 and added to the reservation form as well as to the fees section of the meeting room policy. Charles Dyer made motion to adopt the new meeting room policy with the changes discussed, 2nd by Brenda Yeany, vote carried. The new meeting room policy will take effect in January 2011. It was suggested that maximum capacity information, behavior policy, and the meeting room policy should all be posted in the meeting room in a prominent location.

New Business: Mrs. Ames stated that there would not be a Legislative Day would not have the customary luncheon this year, but instead will host a Varsity hotdog day at the Capital. She said she would get the exact date and let the Board know so that they could help rally to try to hold on to state funding and to support library construction.

Next Meeting: Wednesday, January 19, 2011 at 4pm in the Oglethorpe County Library meeting room

Adjournment: Tom Gresham made motion, 2nd by Judy Arnold and meeting was adjourned.